

erwin DI Suite

Reference Data Manager

Quick Start User Guide

Getting Started

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About Reference Data Manager

The Reference Data Manager® helps drive the validation of Data sets to identify the data quality.


The Reference Data Manager lets you create database like structure to maintain all your reference data. You can create your own tables, add columns and scan/maintain all reference data. These reference tables will then serve the purpose for data quality tests by running validations on the data sets. They can also be versioned, published to various environments like DEV, TEST and PROD.

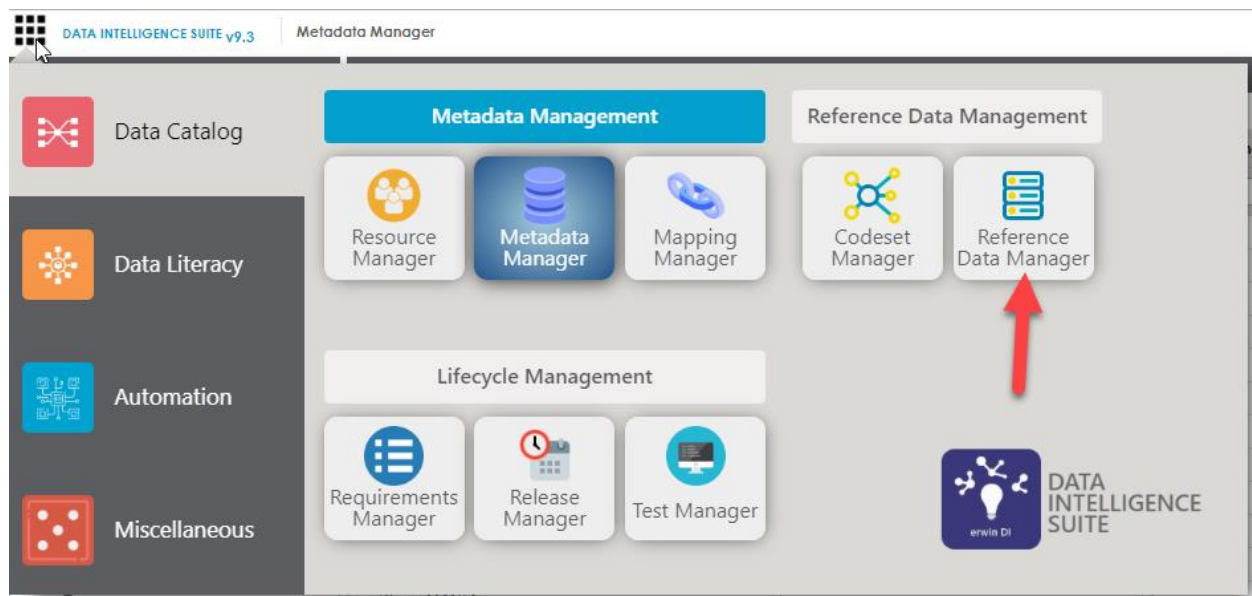
Quick Access Section

Reference Data Manager

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 - Associate Users at Parent Folder Level [Click](#)
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GUI and Screen Layout

Click on the Module Launchpad icon  on the top left corner and click on "Reference Data Manager" icon in the Launchpad menu to access the Reference Data Manager module.



Access to Reference Data sets is available based on the privileges a user has been assigned.

- Reference Tables can be grouped into Folders.
- Folders can contain nested Folders
- Large Data can be scanned from Excel templates (or) directly out of databases using DB Scan feature

Master Browser
Categories,
Reference Tables
Publish
Environments
Validation Rules
Audit History

Global Search

ID	NAME	DESC	SALARY
1	KARTIK	KARTIK	500
2	CHAK	CHAK	1000
3	SUMANTH	SUMANTH	200
4	PAVAN	PAVAN	50

Data Grid
Displays the data set for the corresponding selection in the master browser.
e.g., if "Validation Rule" is selected in the master browser, this grid will display the list of Validation Rules

Published Workspace 1 Records 1 to 4 of 4

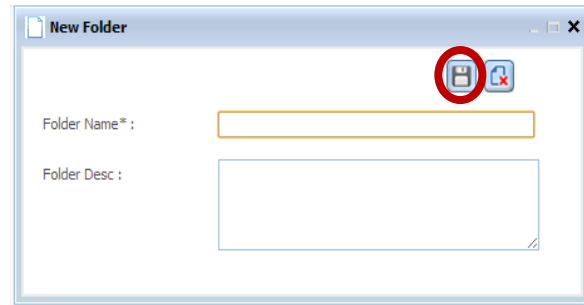
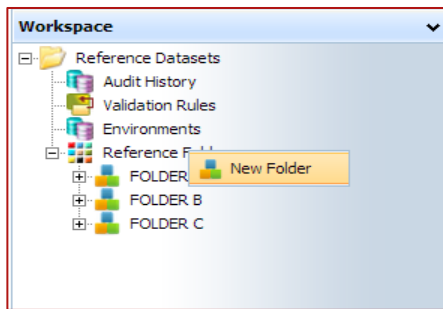
Reference Data Management

- ✚ Categorize Reference Data tables
- ✚ Create and run Validation rules
- ✚ About Reference Tables
- ✚ Global Search

Categorize Tables

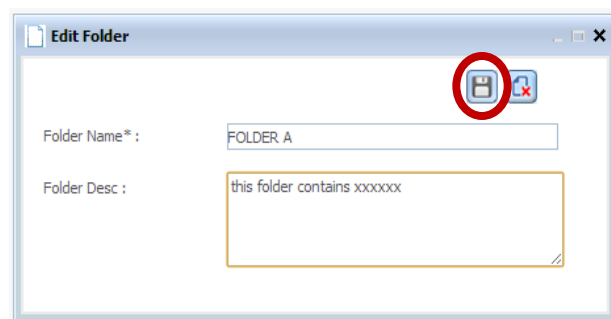
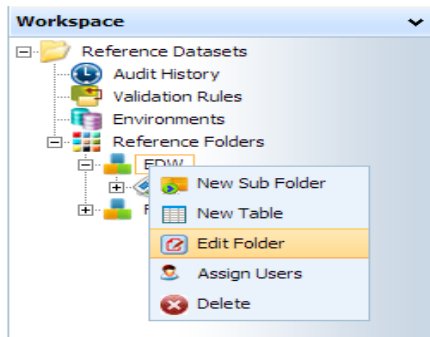
Create Reference Folders

1. Right Click on "**Reference Folders**" node and click the "**New Folder**"
2. Enter the "**Folder Name**" & "**Folder Description**" and click the Save icon. New Folder is successfully created.
3. Sub Folders can be created within Folders. Right click on a Folder and select the "New Sub Folder" option to create a Sub Folder.



Edit Folders

1. Right Click on a Reference Folder e.g. "**FOLDER A**" and click the "**Edit Folder**" option.
2. Enter the required details and click the "Save" button. The changes are successfully updated.



Delete Folders

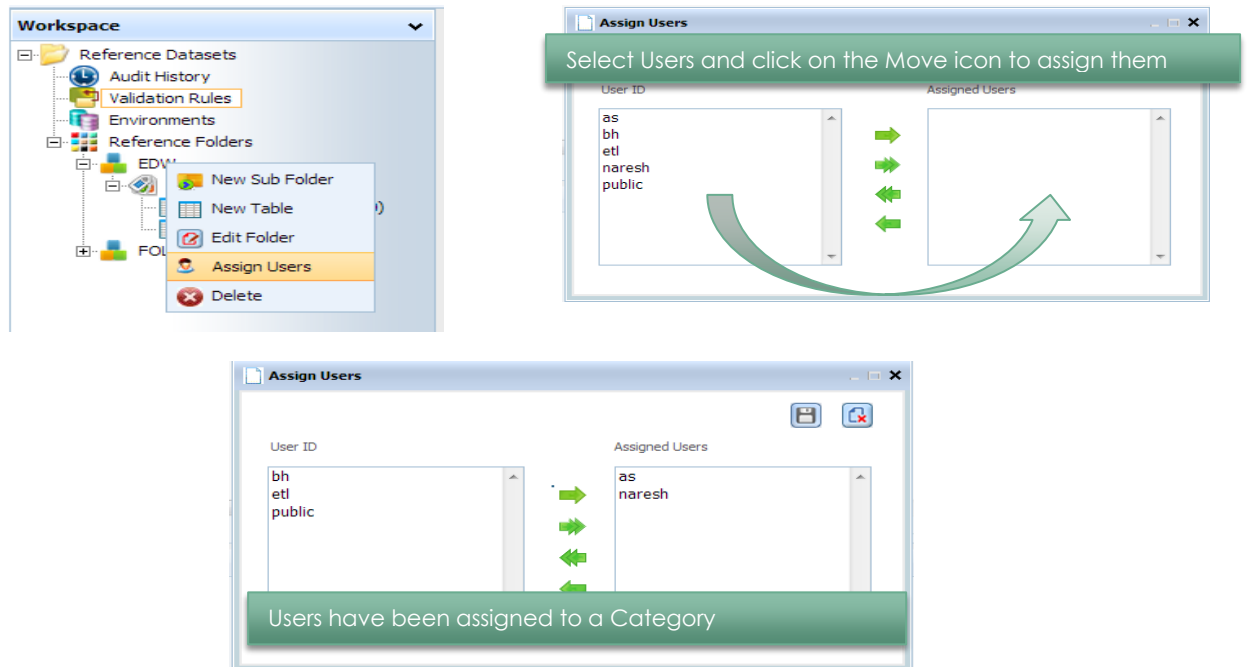
1. Right Click on a Reference Folder and click the "**Delete**" option
2. A confirmation dialog box is displayed. Click OK to proceed (or) CANCEL to abort

Associate Users at Parent Folder Level

1. To associate users to a root Reference Folder, right click on the reference folder and select the "Assign Users" option.
2. The list of existing Users are displayed under the "Available Users" section. The list of Users associated with the table are displayed under the "Associated users" section. This section will be blank the first time you go in to associate Users to a table.
3. To associate Users to a reference folder, select the required users (you can select multiple rules) using the shift/control keys and "Drag n Drop" them from the "Available users" section to the "Associated users" section.
4. Click the Save icon when done

Note: Assigning Users to a folder will give them write access to that sub folders and reference tables within that root folder






Follow the same procedure if you need to add/remove users to/from the folder



Validation Rules

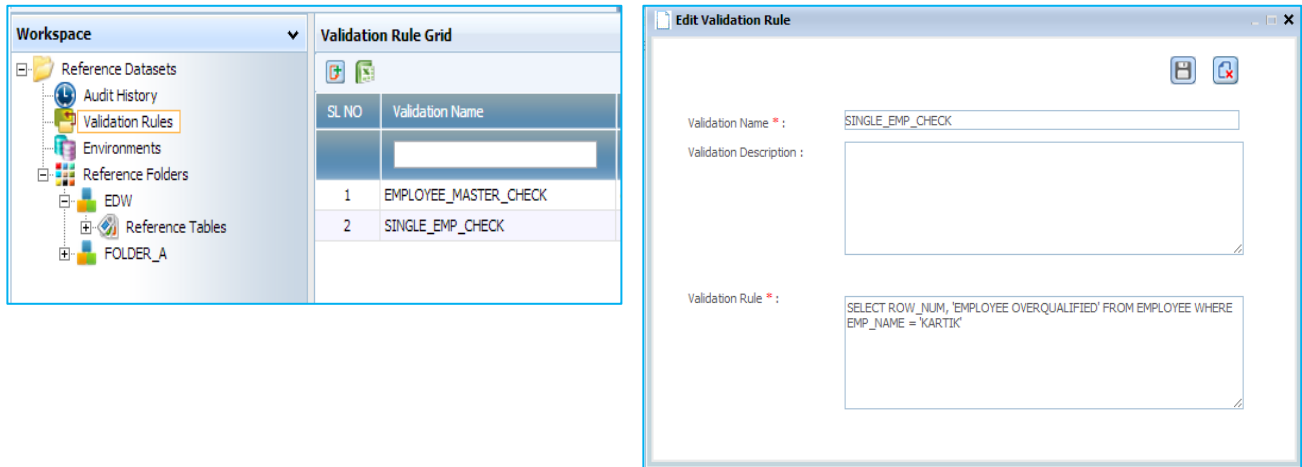
The Codeset Manager lets you create and maintain Codesets from various source systems/Environments. You can create your Codeset, add codename and value pairs and maintain the associated information. The Codesets can then be published to various environments like DEV, TEST and PROD, Versioned, Copied and most importantly used to create Code Crosswalks / Mappings.

GUI Context Menu options

-  **Add Validation Rule** – Add a new Validation rule
-  **Format of Validation Query** – Validation query format to be followed
-  **Edit Validation Rule**– Edit the Validation rule
-  **View Validation Rules** – View the universe of validation rules defined in the RDM module.
-  **Delete Validation Rule** – Delete any existing validation rule.

Add New Validation Rule

Click on the "Add" icon to add a new Validation Rule. A Pop Up screen opens displaying the list of fields to create a new rule. Enter the mandatory fields and click save icon.



Format of Validation Query

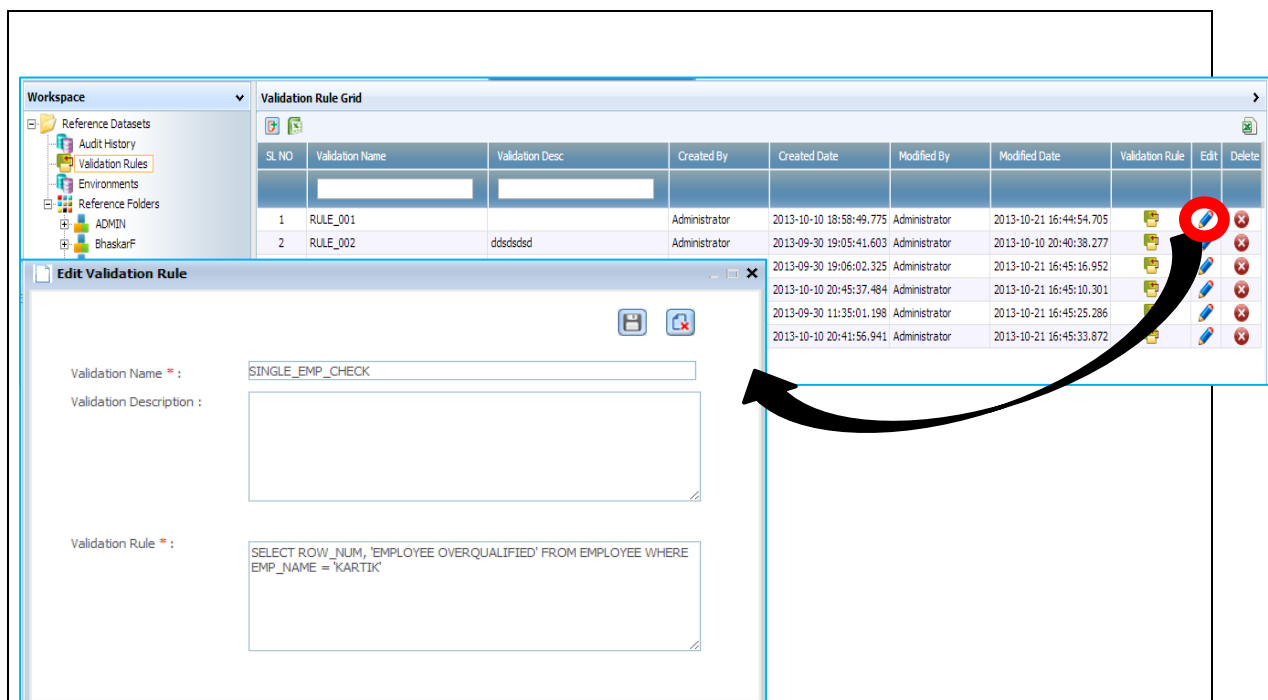
Validation query should be in the following format for successful execution

Select ROW_NUM, 'VALIDATION ERROR MESSAGE' from
Or
Select ROW_NUM, 'VALIDATION ERROR MESSAGE' ERROR_MSG from

ROW_NUM should always be the first column and the validation error message should be the second column (with or without the column alias).

Edit Validation Rule

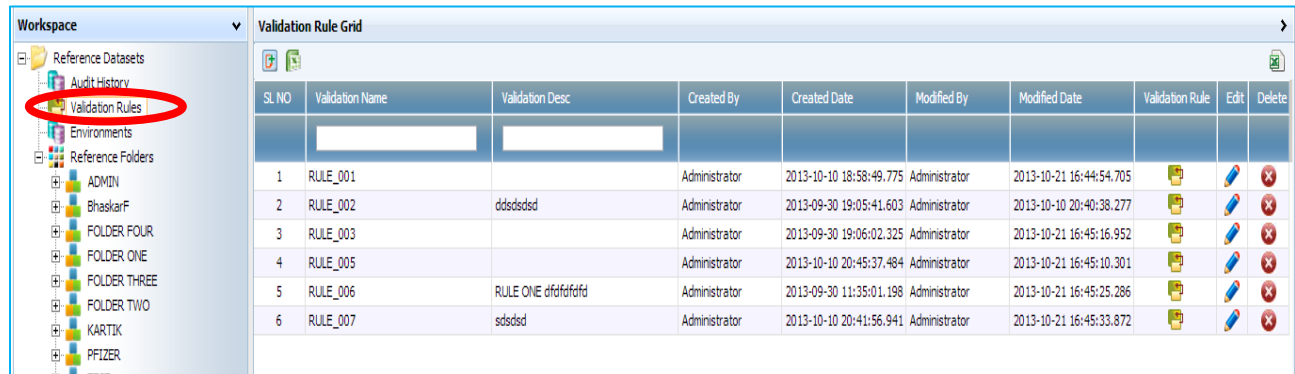
Click on the **"Edit"** icon to edit an existing Validation Rule. A Pop Up screen opens displaying the existing Validation rule properties which can be modified and saved.



View Validation Rules

Existing list of Validation Rules are displayed here. Validation Rules repository consists of Validation Name, Description, Rule and Audit Fields i.e. **created Date**, **created By**, **modified Date** and **modified By**.

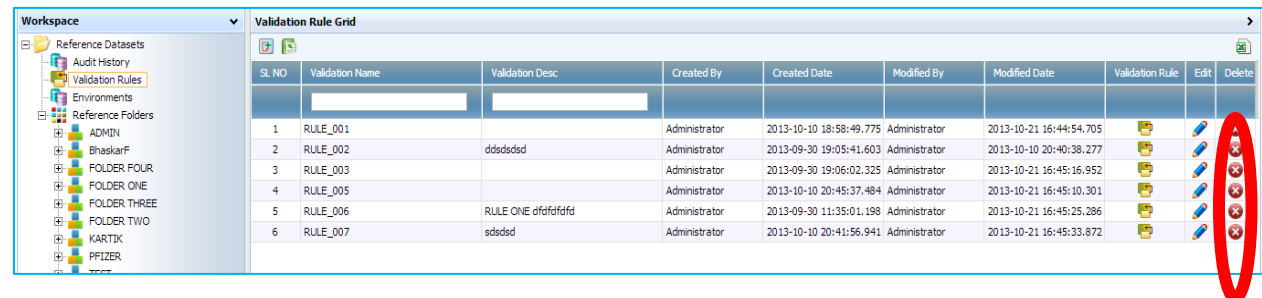
Click on the "**Validation Rules**" node to access the Validations Repository



SL NO	Validation Name	Validation Desc	Created By	Created Date	Modified By	Modified Date	Validation Rule	Edit	Delete
1	RULE_001		Administrator	2013-10-10 18:58:49.775	Administrator	2013-10-21 16:44:54.705			
2	RULE_002	dddsd	Administrator	2013-09-30 19:05:41.603	Administrator	2013-10-10 20:40:38.277			
3	RULE_003		Administrator	2013-09-30 19:06:02.325	Administrator	2013-10-21 16:45:16.952			
4	RULE_005		Administrator	2013-10-10 20:45:37.484	Administrator	2013-10-21 16:45:10.301			
5	RULE_006	RULE ONE ddfdfdfdf	Administrator	2013-09-30 11:35:01.198	Administrator	2013-10-21 16:45:25.286			
6	RULE_007	sdsd	Administrator	2013-10-10 20:41:56.941	Administrator	2013-10-21 16:45:33.872			

Delete Validation Rule

Click on the "**Delete**" icon to delete an existing Validation Rule



SL NO	Validation Name	Validation Desc	Created By	Created Date	Modified By	Modified Date	Validation Rule	Edit	Delete
1	RULE_001		Administrator	2013-10-10 18:58:49.775	Administrator	2013-10-21 16:44:54.705			
2	RULE_002	dddsd	Administrator	2013-09-30 19:05:41.603	Administrator	2013-10-10 20:40:38.277			
3	RULE_003		Administrator	2013-09-30 19:06:02.325	Administrator	2013-10-21 16:45:16.952			
4	RULE_005		Administrator	2013-10-10 20:45:37.484	Administrator	2013-10-21 16:45:10.301			
5	RULE_006	RULE ONE ddfdfdfdf	Administrator	2013-09-30 11:35:01.198	Administrator	2013-10-21 16:45:25.286			
6	RULE_007	sdsd	Administrator	2013-10-10 20:41:56.941	Administrator	2013-10-21 16:45:33.872			




About Reference Table

The Reference Data Manager lets you create reference tables to maintain all your reference data. You can create your own tables, add columns and maintain all reference data. These reference tables can then be versioned, published to various environments like DEV, TEST and PROD.

Reference Tables context Menu Options

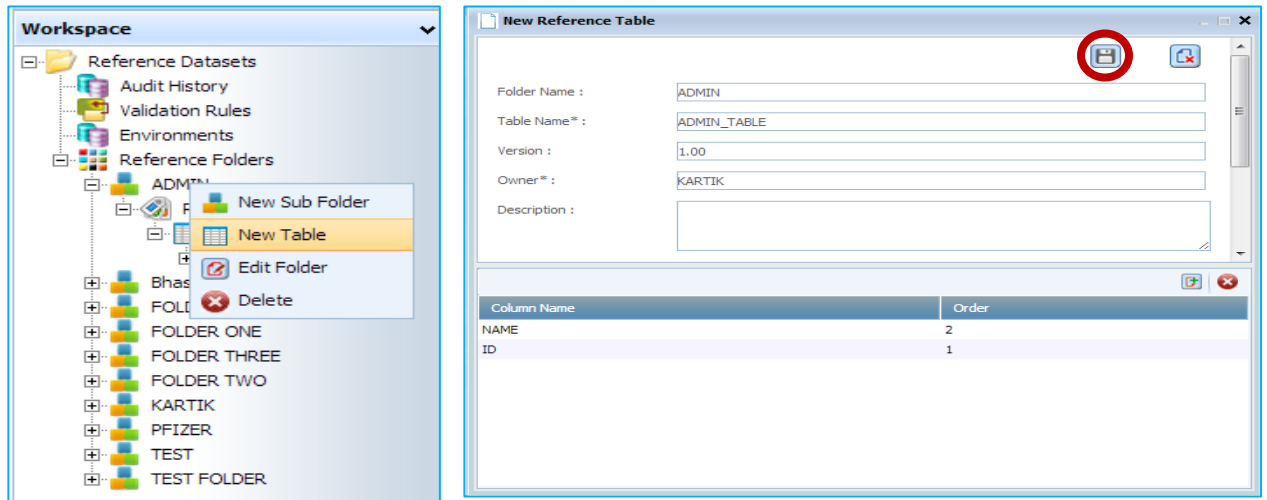
Code Values can be populated into a Codeset in 3 different ways

- ✚ **Add New Reference Table** – Create a new Reference Table under a folder
- ✚ **Alter Table** – Edit existing table properties
- ✚ **New Version** – Create a new version
- ✚ **Publish** – Publish reference tables to various environments
- ✚ **Assign Users** – Assign users to provide them write access to reference tables
- ✚ **Associate Validations** – Associate validations to execute against reference tables
- ✚ **Associate Codesets** – Associate Codesets to reference table columns as configurable pick lists

-  **Copy** – Create copies of Reference tables using copy/paste feature
-  **View Table properties** – View various properties defined for the table
-  **Delete** – Delete reference tables

Add New Reference Table

- Right Click on a Reference folder e.g. ADMIN and select the **"New Table"** option. A Pop Up screen opens displaying the list of fields to create a new Reference table.



- To add a new column, click the **"Add Column"** icon and create the required columns. Click the Save icon after entering all the table information and required Columns

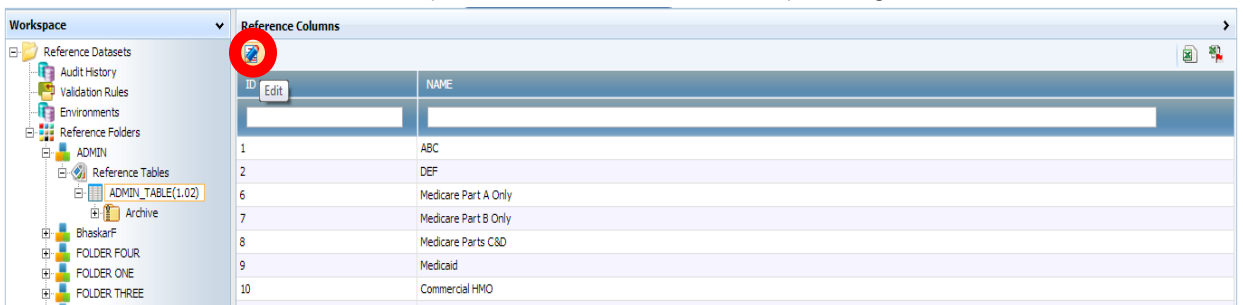
Add Data to Reference Tables

Data can be added to a reference table in 3 different ways

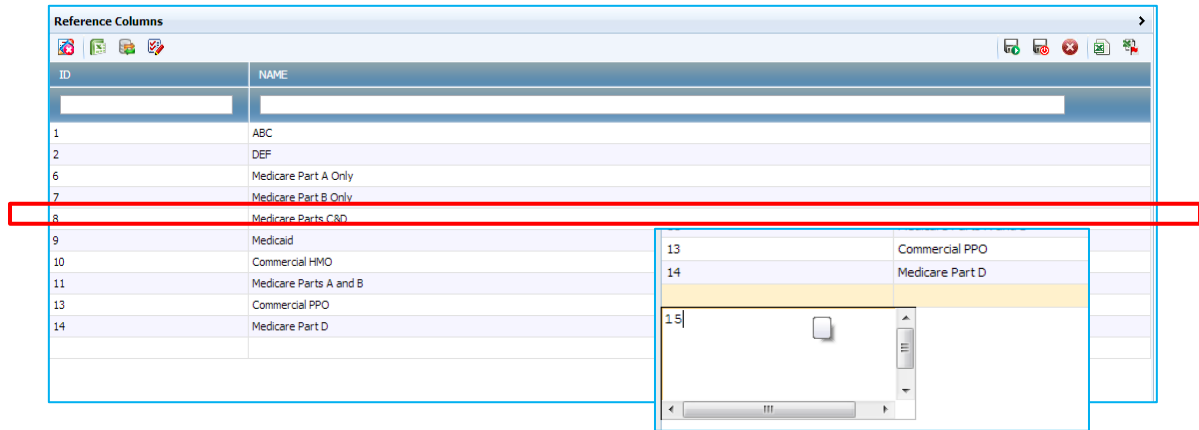
- Manual addition
- Excel Import
- Direct Database Scan

Manual Addition

- To add data to a Reference table, first put the table in the EDIT mode by clicking the "Pencil" icon.



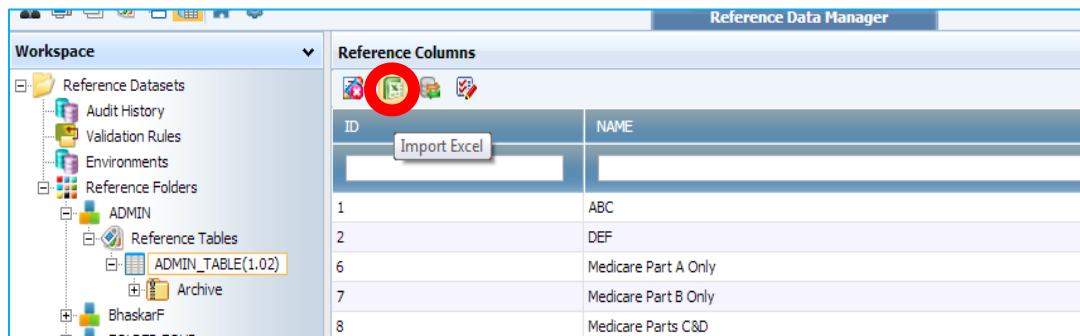
- The last row serves as the placeholder to add new data to the reference table. To add data, double click on the required cells in the last row and enter the required values.



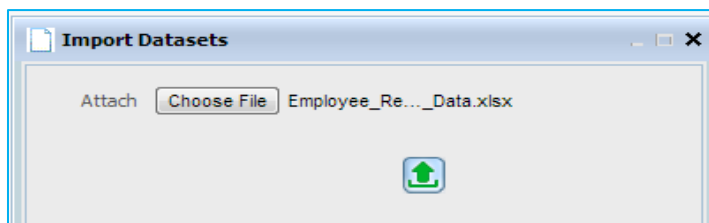
3. Click the "Save & Continue" or "Save" icon when done.

Excel Import: Updating Large Datasets into a Table

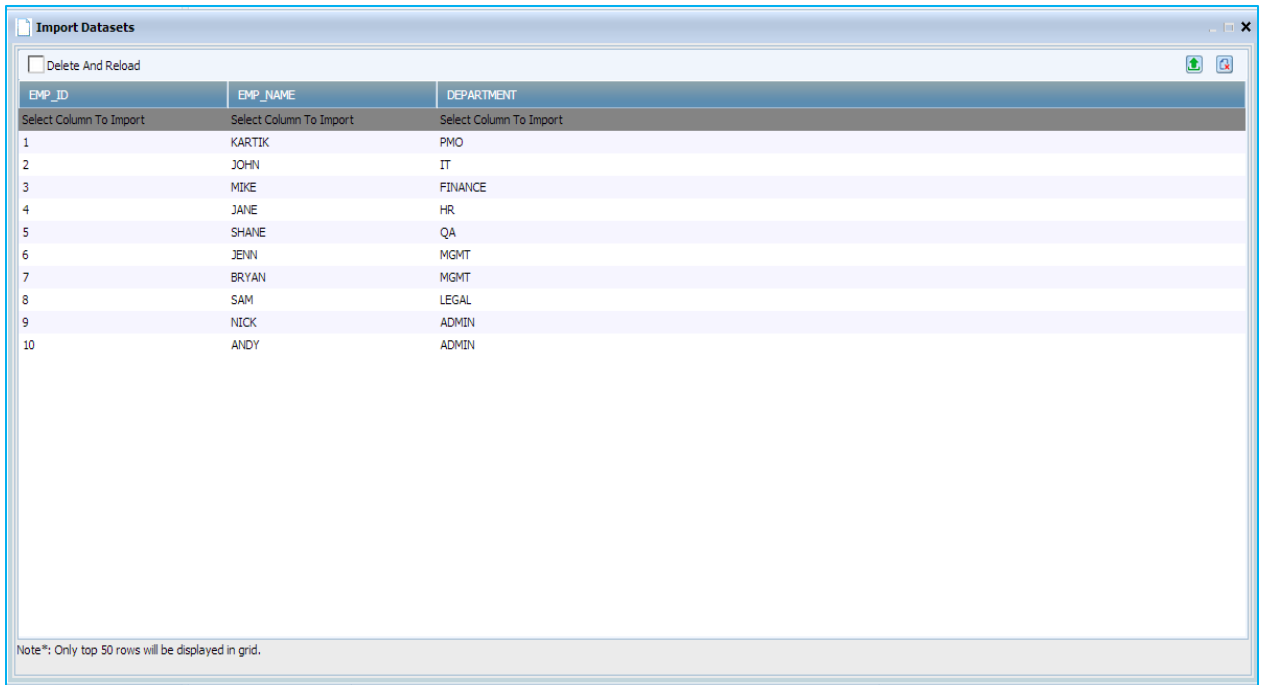
1. To import data from an Excel document, click the **"Import Excel"** icon



2. Browse and select the Excel file



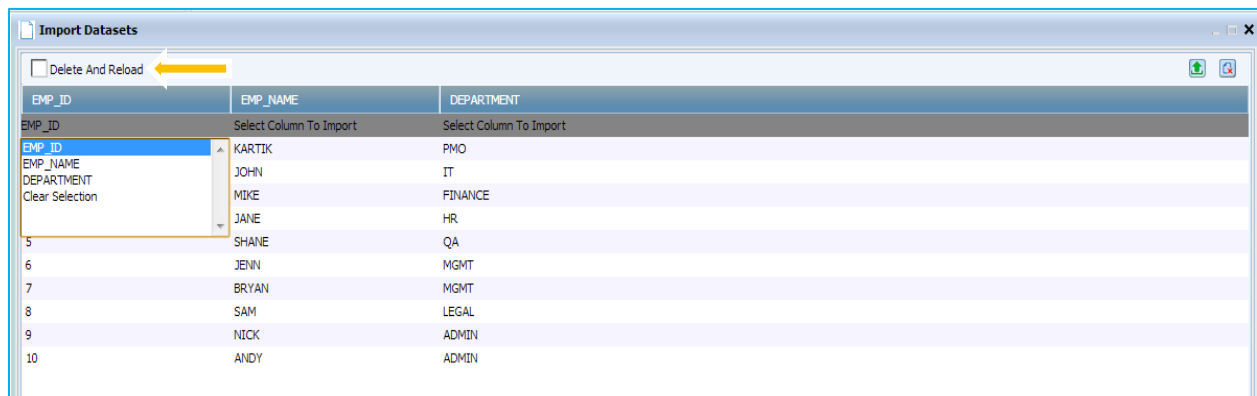
3. Once the excel file is selected, a preview is enabled in the Pop up window. Double click on the "Select Column To Import" dropdown and match the headers in your excel file to the columns that have been created in the Reference Table.



Map all the columns from the excel sheet that need to be imported into the reference table

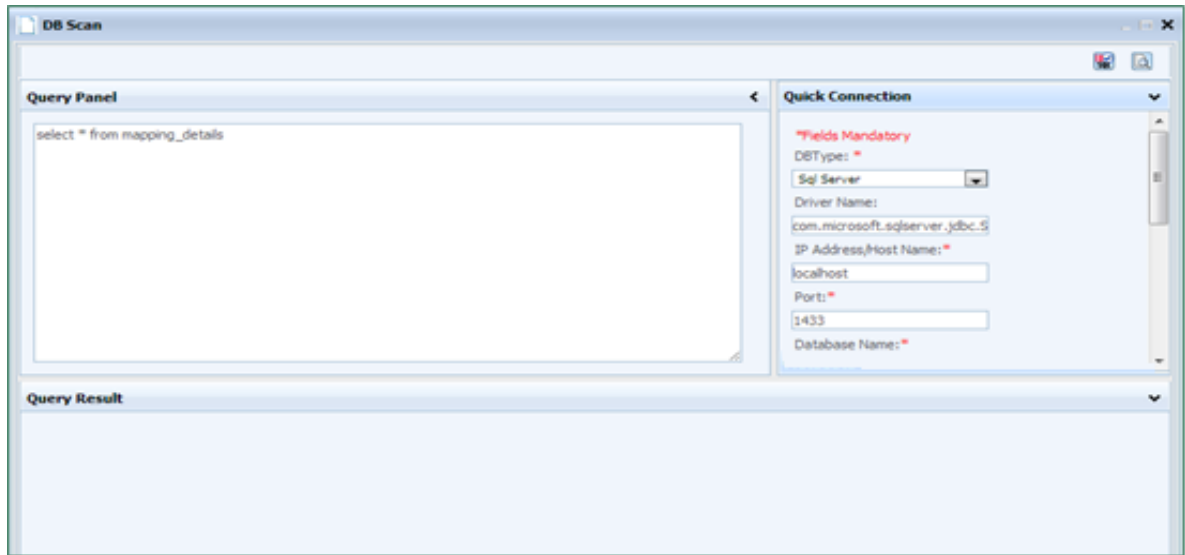
Note*: Delete and Reload Option

The data from the excel spreadsheet is by default added to the existing data set when an import is done. To delete all existing data and then import the spreadsheet data as a new data set, select the "**Delete and Reload**" checkbox provided in the top left section



Direct Database Scan

1. The DB Scan dialog box contains a text area to enter the SQL Query. At the far right, options to connect to the DB environment are provided.



- This Quick Connection facility can be used to configure database connection and scan data from DB environments external to Mapping Manager. Using this option, the connectivity parameters can be entered for a Database and the query can be run against this database.

Quick Connection

DBType: *

Sql Server

Driver Name:

com.microsoft.sqlserver.jdbc

IP Address/Host Name: *

localhost

Port: *

1433

Quick Connection

Driver Name:

IP Address/Host Name: *

localhost

Port: *

1433

Database Name: *

MM_Analytix

User Name: *

Admin

Password: *

Url: *

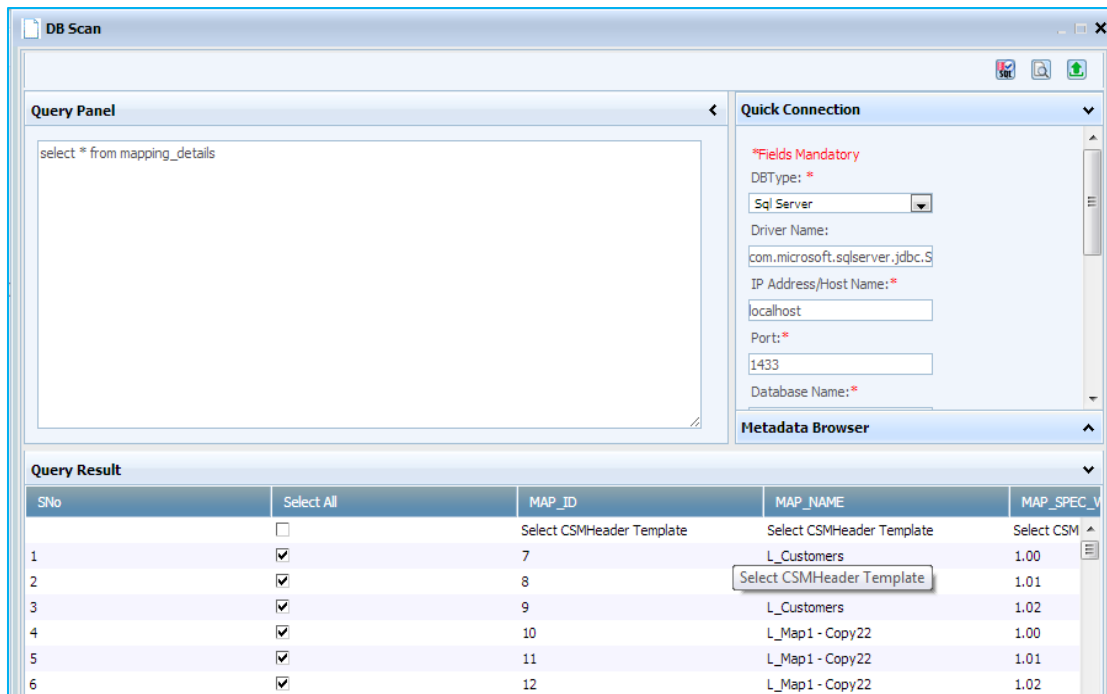
Editable URL

You can also
edit/update the URL

Enter the connectivity parameters
to connect to the database and
click the "Test Connection"
option to establish connection.

- Once the correct connectivity parameters have been provided and the SQL query is entered, click the "Validate" icon to validate the query (check whether SQL statement correctly executes or not) and click the "Execute" icon to execute the query and display the result set.

Validate icon
Execute icon

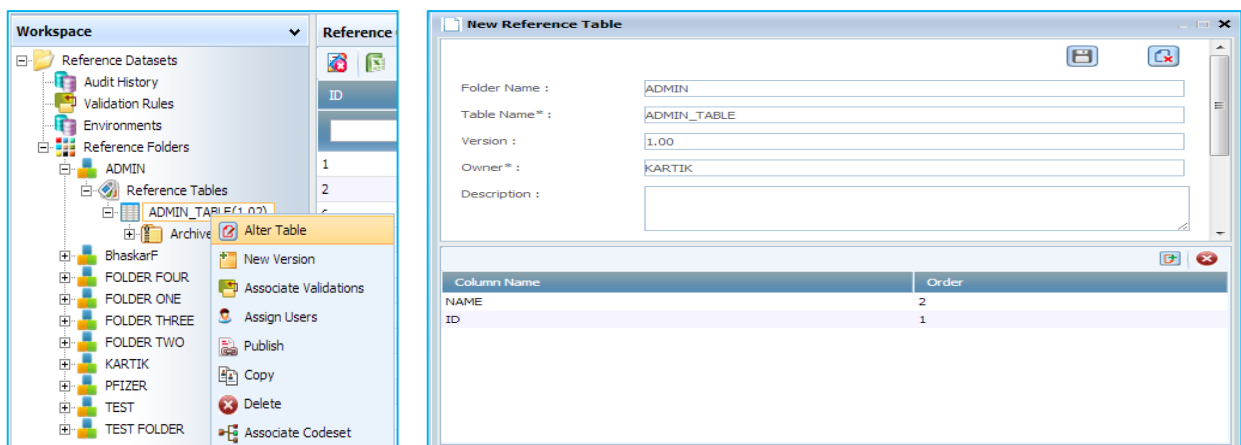


Once the result set is displayed, map the headers from the output to the standard headers.

Select the required rows for import by selecting the required checkboxes and then click the **"Import"** icon

Alter Table

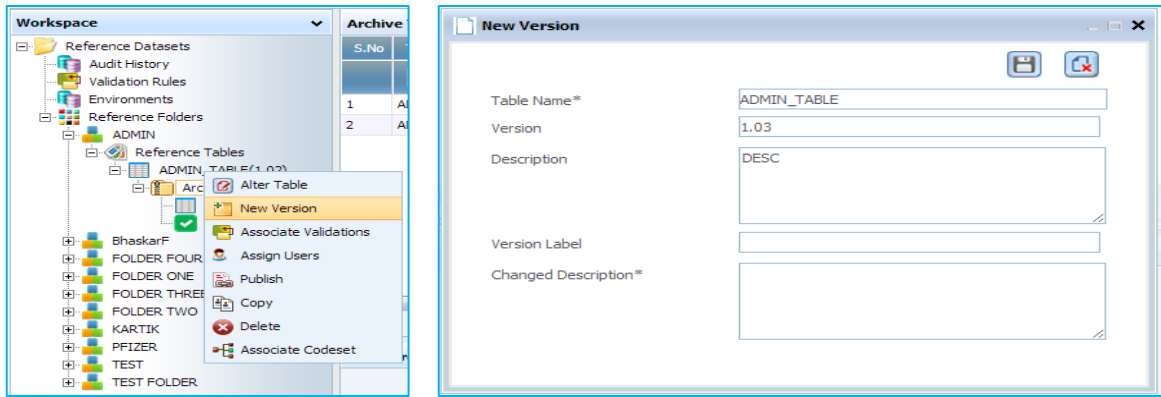
Right Click on a Reference table e.g. ADMIN_TABLE and select the **"Alter Table"** option. A Pop Up screen opens displaying the existing table properties



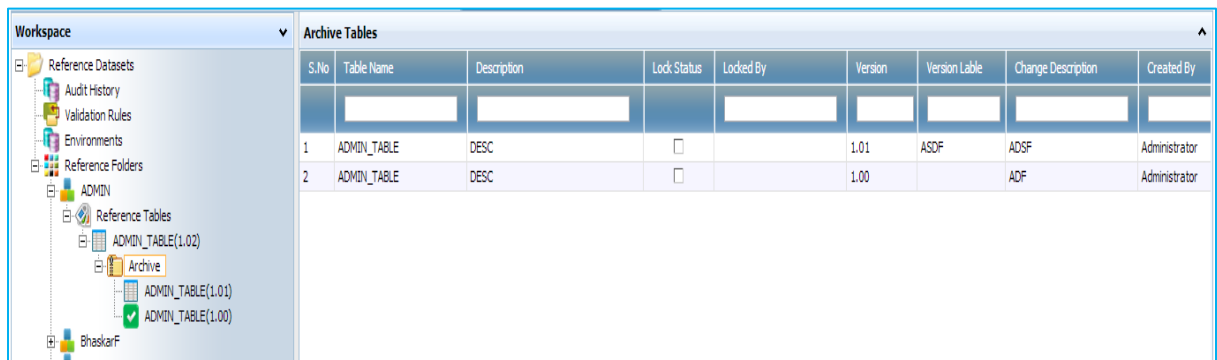
Modify the required information and click the Save icon.

New Version

1. To version a Reference table, right click on a reference table and select the **"New Version"** option

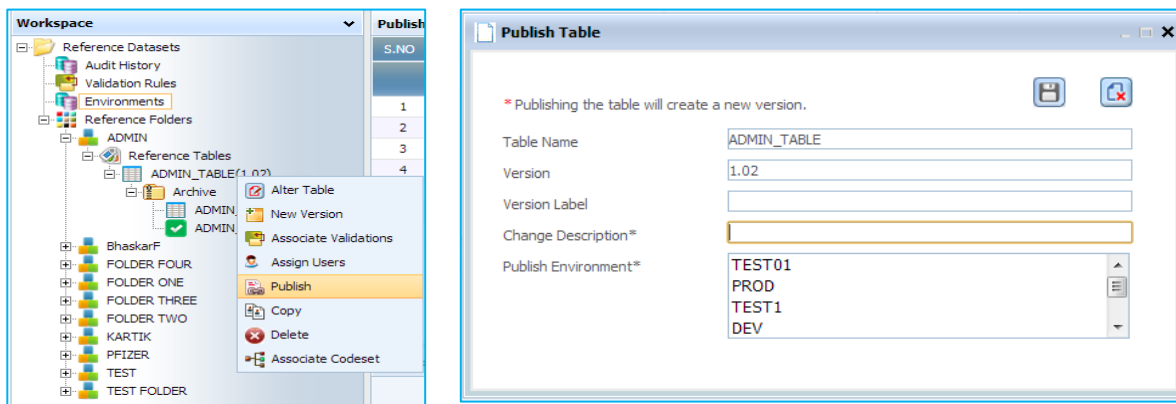


2. Enter the Version Label and Changed Description and click the Save icon when done. A new version is created which is now the active/editable copy of the table and the previous version is now archived and read-only. All archive table information can be viewed by clicking the "Archive" option

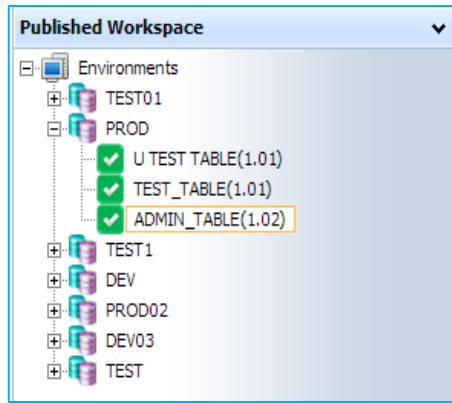
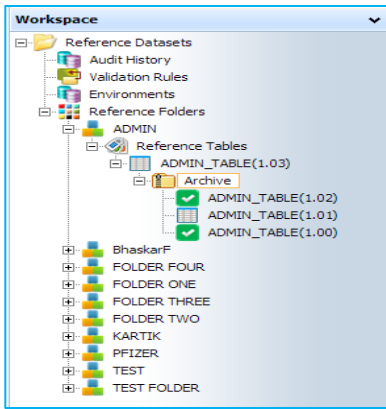


Publish Table

1. To Publish a Reference table, right click a reference table and select the "**Publish**" option. Enter 'Change Description' (publish notes) and select the environment to which this reference table needs to be published to

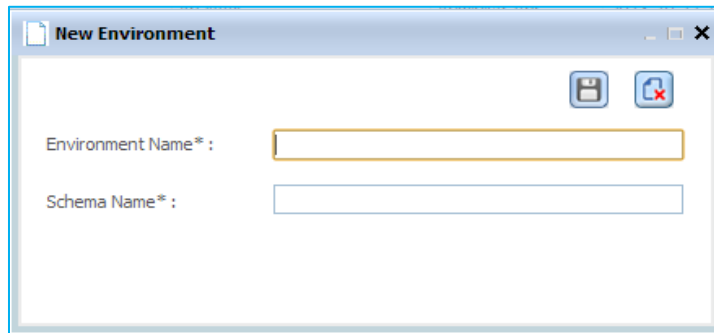
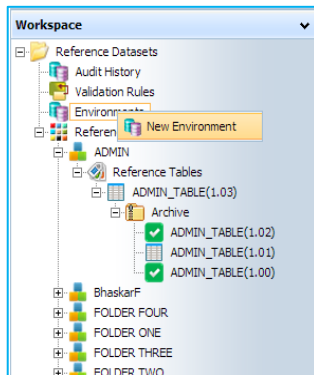


2. A new version is created which is now the writeable copy of the table and the previous version is now archived, published and read-only. All published Mappings are indicated using the icon and are displayed in a published folder grouped into publishing environments.



Defining Environments for Publishing

1. Mappings can be published to various environments like DEV, TEST, PROD etc. To define a publish environment right click the "Environments" node and select the "New Environment" option.

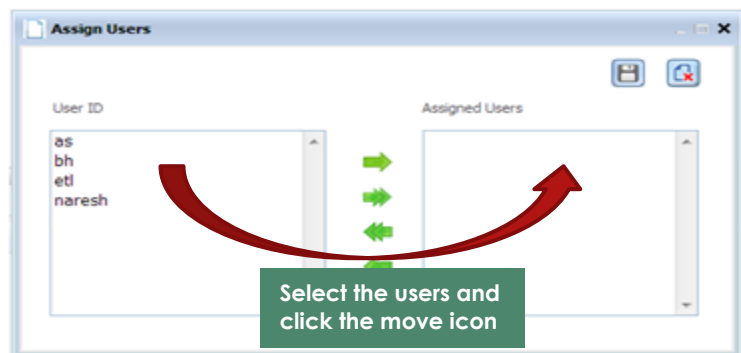
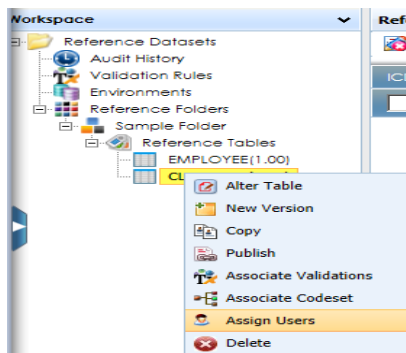


2. Enter the Environment Name and Schema Name and click the Save icon.

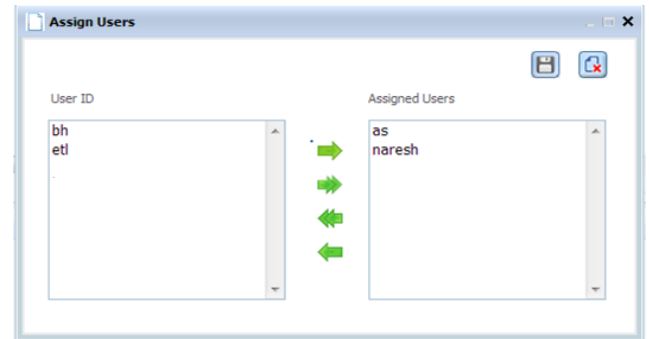
Note*: The schema name is used to identify the Database Schema in which master tables will be present to run validations against reference tables. These environments will be displayed at the time of running validations

Assign Users

1. To associate users to a Reference table, right click on the reference table and select the "**Assign Users**" option



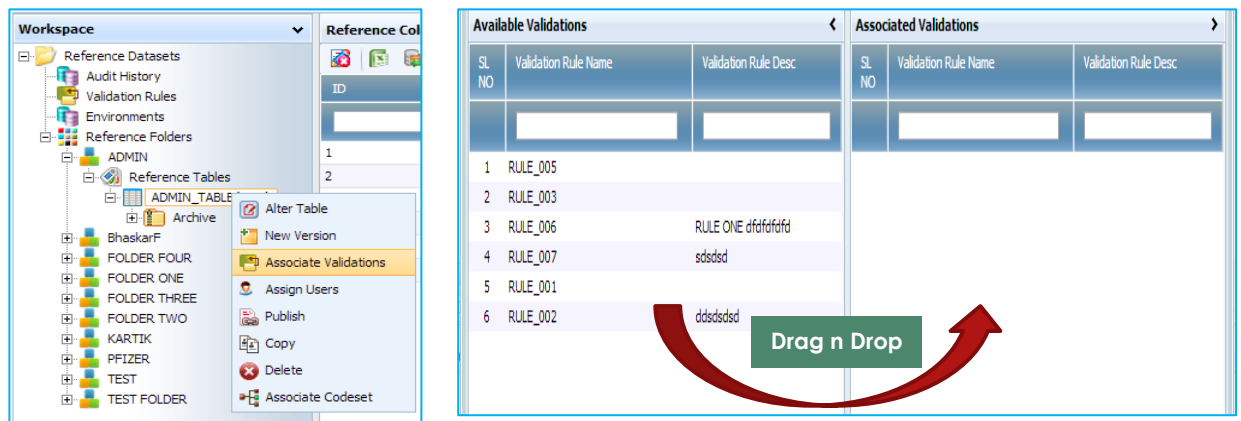
- The list of existing Users are displayed under the "Available Users" section. The list of Users associated with the table are displayed under the "Assigned users" section. This section will be blank the first time you go in to associate Users to a table.
- To associate Users to a reference table, select the required users (you can select multiple user IDs) using the shift/control keys and "Drag n Drop" them from the "Available users" section to the "Assigned users" section.
- Click the Save icon when done.



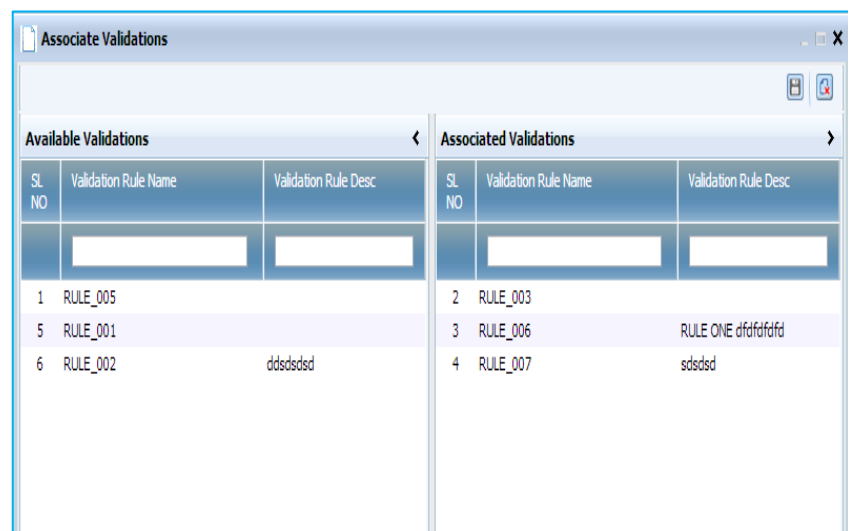
Note: Assigning Users to a table will give them editable access to that particular table. Follow the same procedure if you need to associate more Users to the table in the future

Associate Validations

- To associate Validation Rules to a Reference table, right click on the reference table and select the "Associate Validations" option




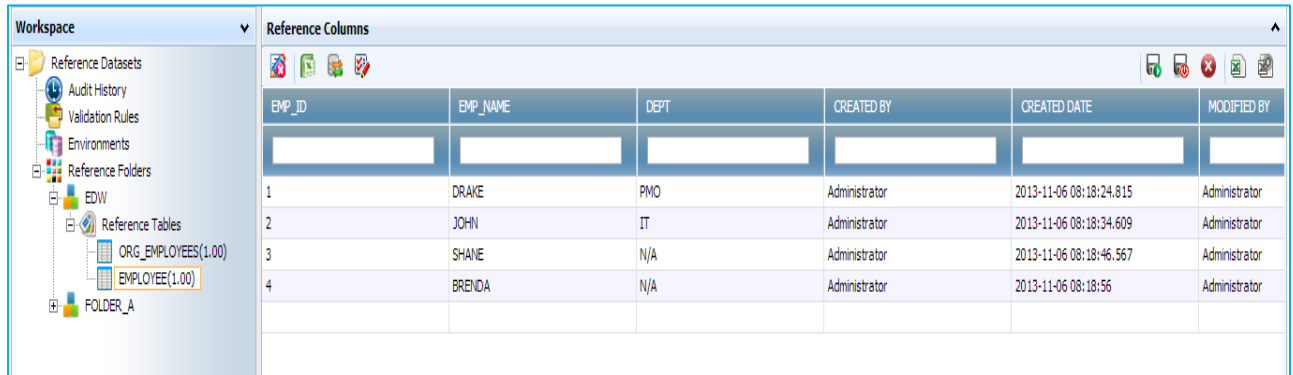
- The list of existing Validation Rules are displayed under the "Available Validations" section. The list of validation rules associated with the table are displayed under the "Associated Validations" section. This section will be blank the first time you go in to associate validations to a table.
- To associate validation rules to a reference table, select the required rules (you can select multiple rules) using the shift/control keys and "Drag n Drop" them from the "Available Validations" section to the "Associated Validations" section.
- Click the Save icon when done



Note: Follow the same procedure if you need to associate more validation rules to the table in the future

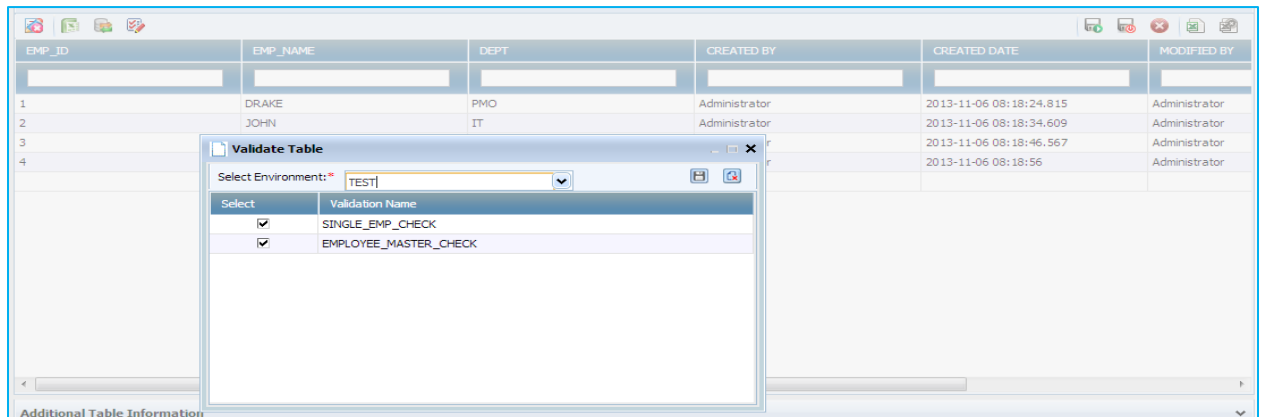
Running Validations against Reference Data

1. Validations in the form of SQL queries can be executed against reference tables to validate the data in the reference tables.
2. To run validations against a table, click the "Validate Icon" 



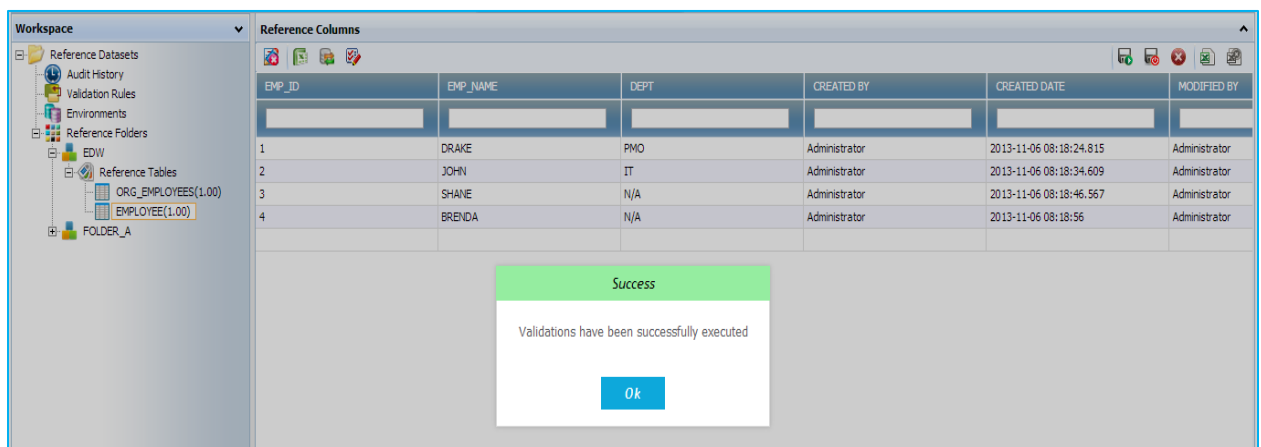
EMP_ID	EMP_NAME	DEPT	CREATED BY	CREATED DATE	MODIFIED BY
1	DRAKE	PMO	Administrator	2013-11-06 08:18:24.815	Administrator
2	JOHN	IT	Administrator	2013-11-06 08:18:34.609	Administrator
3	SHANE	N/A	Administrator	2013-11-06 08:18:46.567	Administrator
4	BRENDA	N/A	Administrator	2013-11-06 08:18:56	Administrator

3. This will display a pop up window containing the list of validations that have been assigned to the selected table
4. Select the validations that need to be executed by selecting/deselecting the checkboxes



Select	Validation Name
<input checked="" type="checkbox"/>	SINGLE_EMP_CHECK
<input checked="" type="checkbox"/>	EMPLOYEE_MASTER_CHECK

5. Click the "Save" icon to execute the validations
6. Once the validations have been successfully executed, a success message is displayed.



EMP_ID	EMP_NAME	DEPT	CREATED BY	CREATED DATE	MODIFIED BY
1	DRAKE	PMO	Administrator	2013-11-06 08:18:24.815	Administrator
2	JOHN	IT	Administrator	2013-11-06 08:18:34.609	Administrator
3	SHANE	N/A	Administrator	2013-11-06 08:18:46.567	Administrator
4	BRENDA	N/A	Administrator	2013-11-06 08:18:56	Administrator

Success

Validations have been successfully executed

Ok

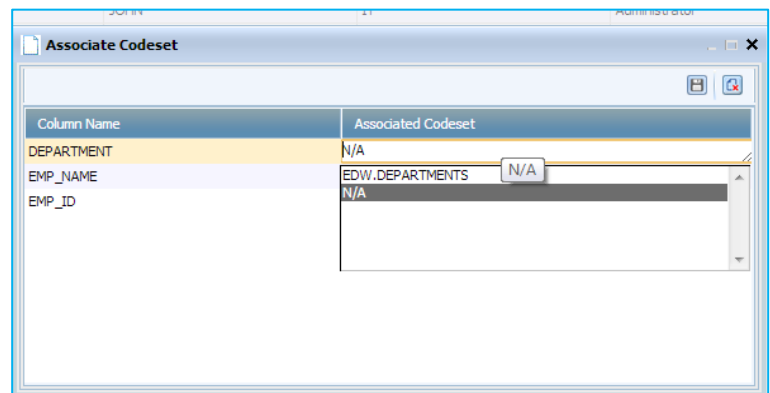
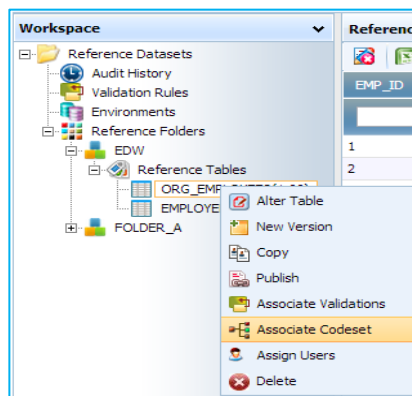
7. The error rows returned by executing the validations are highlighted in a light red color.

Reference Columns						
EMP_ID	EMP_NAME	DEPT	CREATED BY	CREATED DATE	MODIFIED BY	
1	DRAKE	PMO	Administrator	2013-11-06 08:18:24.815	Administrator	
2	JOHN	IT	Administrator	2013-11-06 08:18:34.609	Administrator	
3	SHANE	N/A	Administrator	2013-11-06 08:18:46.567	Administrator	
4	BRENDA	N/A	Administrator	2013-11-06 08:18:56	Administrator	

Note: If an error is encountered while executing validations, a failure message is displayed to the user

Associate Codesets

- Codesets can be used as configurable pick lists so that data can be selected from drop downs instead of manual entry into a text field.

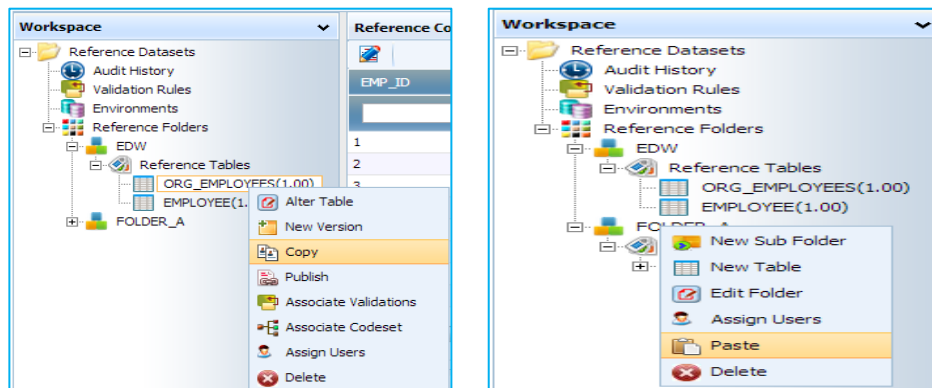


- Codesets can be assigned to columns within reference tables
- To assign a codeset, right click on a reference table and select the "Associate Codeset" option.
- This will display a pop up window containing the list of columns available in the reference table. For those columns whose entry needs to be configured as a drop down, double click the cell corresponding to the column under the "Associated Codeset" column and select the corresponding codeset.
- The corresponding column in the reference table is now configured as a dropdown and populated with values from the selected codeset

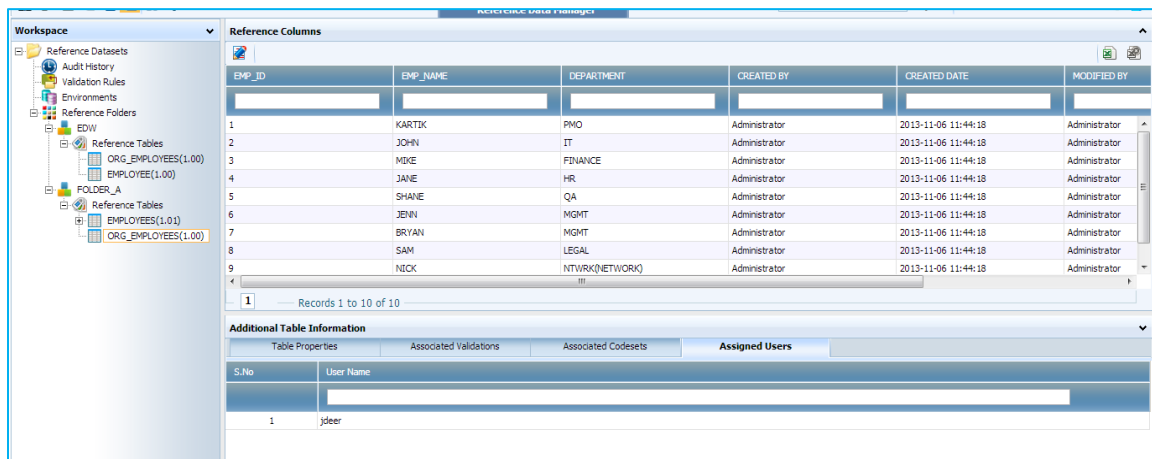
Reference Columns						
EMP_ID	EMP_NAME	DEPARTMENT	CREATED BY	CREATED DATE	MODIFIED BY	
1	KARTIK	PMO	Administrator	2013-11-06 11:44:18.865	Administrator	
2	JOHN	IT	Administrator	2013-11-06 11:44:18.865	Administrator	
3	MIKE	FINANCE	Administrator	2013-11-06 11:44:18.865	Administrator	
4	JANE	HR	Administrator	2013-11-06 11:44:18.865	Administrator	
5	SHANE	HR(HR)	Administrator	2013-11-06 11:44:18.865	Administrator	
6	JENN	SYS(SYSTEM)	Administrator	2013-11-06 11:44:18.865	Administrator	
7	BRYAN	PMO(PMO)	Administrator	2013-11-06 11:44:18.865	Administrator	
8	SAM	IT(IT)	Administrator	2013-11-06 11:44:18.865	Administrator	
9	NICK	NTWRK(NETWORK)	Administrator	2013-11-06 11:44:18.865	Administrator	
10	ANDY	ADMIN	Administrator	2013-11-06 11:44:18.865	Administrator	

Copy Table

1. The Reference Data manager module facilitates quick and easy copy/paste of reference tables into various folders.
2. To copy a reference table, right click on the reference table and select the "Copy" option. Go into the destination folder, right click and select the "Paste" option.



3. The table is successfully pasted into the destination folder.



4. When a table is copy/pasted, the following information is copied over
 - a. All table properties
 - b. All table data
 - c. All associated validations
 - d. All associated codesets
 - e. All associated Users

Note: if the table being copied already exists in the destination folder, the system will display a dialog box to enter versioning information and a new version of the table will be created in the destination folder.

View Table properties

To view table properties, click on a reference table. The "Additional Table Information" section shows all related table information like

- Table Properties

Workspace

Reference Datasets

Audit History

Validation Rules

Environments

Reference Folders

EDW

Reference Tables

ORG_EMPLOYEES(1.00)

EMPLOYEE(1.00)

FOLDER_A

Reference Columns

EMP_ID	EMP_NAME	DEPARTMENT	CREATED BY	CREATED DATE	MODIFIED BY
1	KARTIK	PMO	Administrator	2013-11-06 11:44:18.865	Administrator
2	JOHN	IT	Administrator	2013-11-06 11:44:18.865	Administrator
3	MIKE	FINANCE	Administrator	2013-11-06 11:44:18.865	Administrator
4	JANE	HR	Administrator	2013-11-06 11:44:18.865	Administrator
5	SHANE	QA	Administrator	2013-11-06 11:44:18.865	Administrator
6	JENN	MGMT	Administrator	2013-11-06 11:44:18.865	Administrator
7	BRYAN	MGMT	Administrator	2013-11-06 11:44:18.865	Administrator
8	SAM	LEGAL	Administrator	2013-11-06 11:44:18.865	Administrator
9	NECK	NTWRK(NETWORK)	Administrator	2013-11-06 11:44:18.865	Administrator
Records 1 to 10 of 10					

Additional Table Information

Table Properties

Associated Validations

Associated Codesets

Assigned Users

Table Name :

ORG_EMPLOYEES

Version :

1.00

Owner :

JOHN

Description :

Created By :

Administrator

Created Date :

2013-11-06 11:35:56.16

Modified By :

Modified Date :

User Defined 1 :

User Defined 2 :

User Defined 3 :

User Defined 4 :

➤ Associated Validations

Additional Table Information		
Table Properties	Associated Validations	Associated Codesets
SL NO	Validation Rule Name	Validation Rule Desc
1	SINGLE_EMP_CHECK	

➤ Associated Codesets

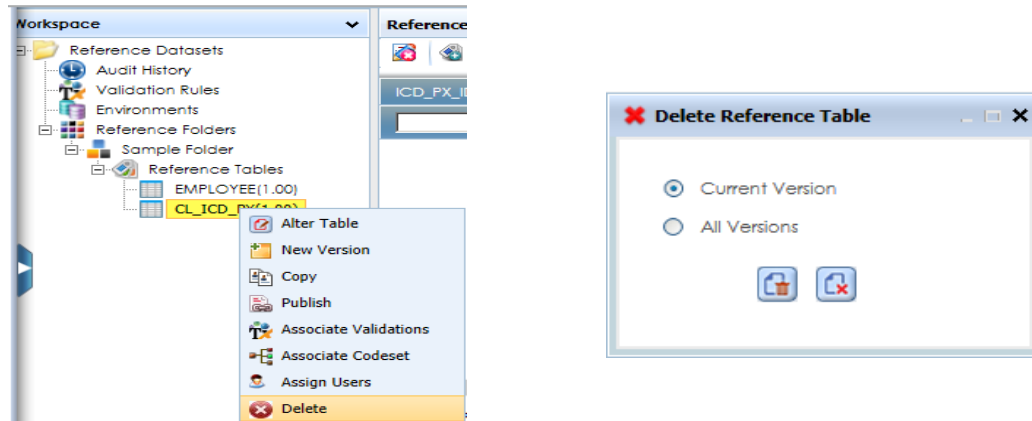
Additional Table Information	
Table Properties	Associated Codesets
Column Name	Associated Codeset
DEPARTMENT	EDW.DEPARTMENTS
EMP_NAME	N/A
EMP_ID	N/A

➤ Assigned Users

Additional Table Information	
Table Properties	Assigned Users
S.No	User Name
1	jdeer

Delete Table

1. To delete a Table, right click on the table and select “**Delete**” option. A confirmation message is displayed to the user.



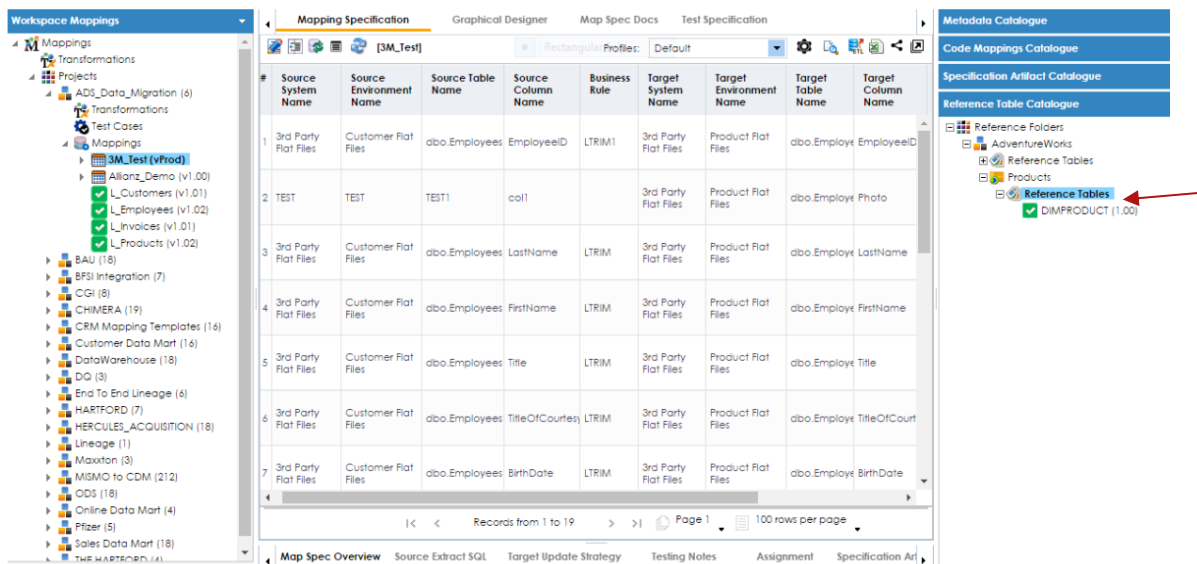
2. If the User clicks on the delete icon, the table and its associated versions as applicable will be deleted.

Associate Reference Tables to Mapping Grid:

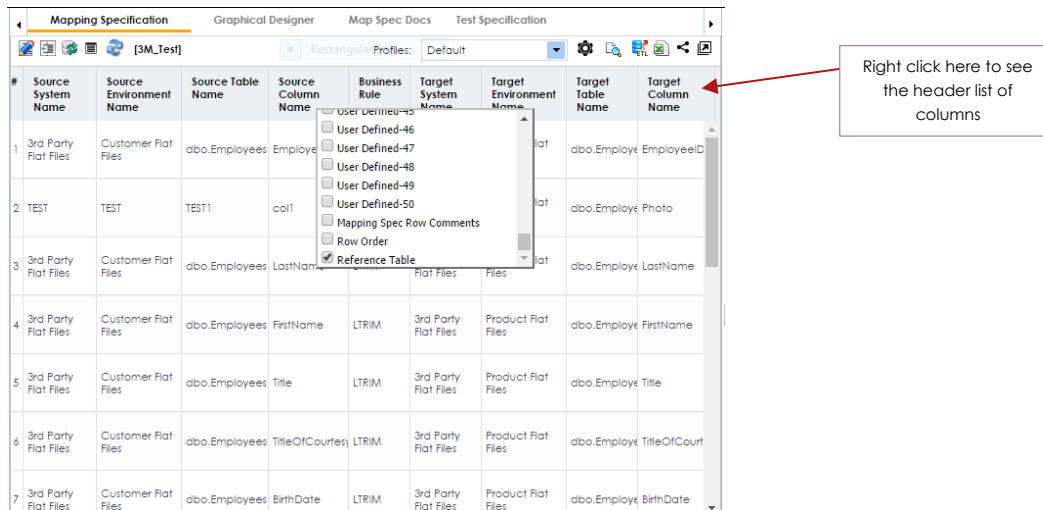
You can associate the reference tables to the mapping grid.

Step1: Click on any Map in the Mappings Workspace of Mapping Manager Module

Step2: On the right side of the page, you can see Reference Table Catalogue which contains all published reference tables



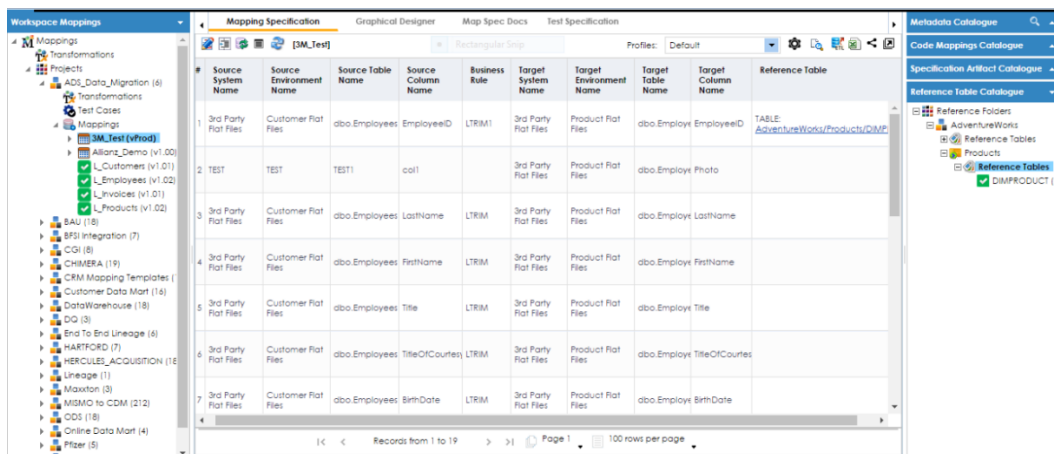
Add new column 'Reference Table' to Mapping Grid: You can add the new column 'reference table' to the mapping grid by right clicking on the column header. Once you click on the column header, you can see the 'Reference Table' column and check that box to appear in the grid.



Drag/Drop of Reference Table into the mapping grid: Once you add 'Reference Table' column to the grid, you can now drag and drop your published reference tables into the Mapping Grid as shown below.

Step1: Click on any published reference table and Drag and Drop it into the grid

Step2: Once you Drag and Drop the tables into the grid, it creates a hyperlink as shown in the below images



Click on this hyperlink to view the reference table

Source System Name	Source Environment Name	Source Table Name	Source Column Name	Business Rule	Target System Name	Target Environment Name	Target Table Name	Target Column Name	Reference Table
3rd Party Flat Files	Customer Flat Files	dbo.Employees	EmployeeID	LTRIM	3rd Party Flat Files	Product Flat Files	dbo.Employee	EmployeeID	TABLE: AdventureWorks/Products/...
TEST	TEST	TEST1	col1		3rd Party Flat Files	Product Flat Files	dbo.Employee	Photo	TABLE: AdventureWorks/Products/...
3rd Party Flat Files	Customer Flat Files	dbo.Employees	LastName	LTRIM	3rd Party Flat Files	Product Flat Files	dbo.Employee	LastName	
3rd Party Flat Files	Customer Flat Files	dbo.Employees	FirstName	LTRIM	3rd Party Flat Files	Product Flat Files	dbo.Employee	FirstName	
3rd Party Flat Files	Customer Flat Files	dbo.Employees	Title	LTRIM	3rd Party Flat Files	Product Flat Files	dbo.Employee	Title	
3rd Party Flat Files	Customer Flat Files	dbo.Employees	TitleOfCourtes	LTRIM	3rd Party Flat Files	Product Flat Files	dbo.Employee	TitleOfCourtes	
3rd Party Flat Files	Customer Flat Files	dbo.Employees	BirthDate	LTRIM	3rd Party Flat Files	Product Flat Files	dbo.Employee	BirthDate	

Once you click on the above hyperlink you can see the reference table as below with the "Reference Columns" in it.

View Reference Columns

PRODUCTKEY	PRODUCTALTERNATEKEY	PRODUCTSUBCATEGORY	WEIGHTUNITMEASURECODE	SIZEUNITMEASURECODE	ENGLISHPRODUCTNAME	SPANISHPRODUCTNAME
51	HJ-71 62				Thin-Jam Hex Nut 8	
1	AR-5381				Adjustable Race	
3	BE-2349				BB Ball Bearing	
4	BE-2908				Headset Ball Bearings	
5	BL-2036				Blade	
6	CA-5965				LL Crankarm	
7	CA-6738				ML Crankarm	
8	CA-7457				HL Crankarm	
9	CB-2903				Chaining Bolts	
10	CN-6137				Chaining Nut	
11	CR-7833				Chaining	
12	CR-9981				Crown Race	
13	CS-2812				Chain Stays	
14	DC-6732				Decal 1	

Records from 1 to 100 of 100



Global Search in Reference Data Manager

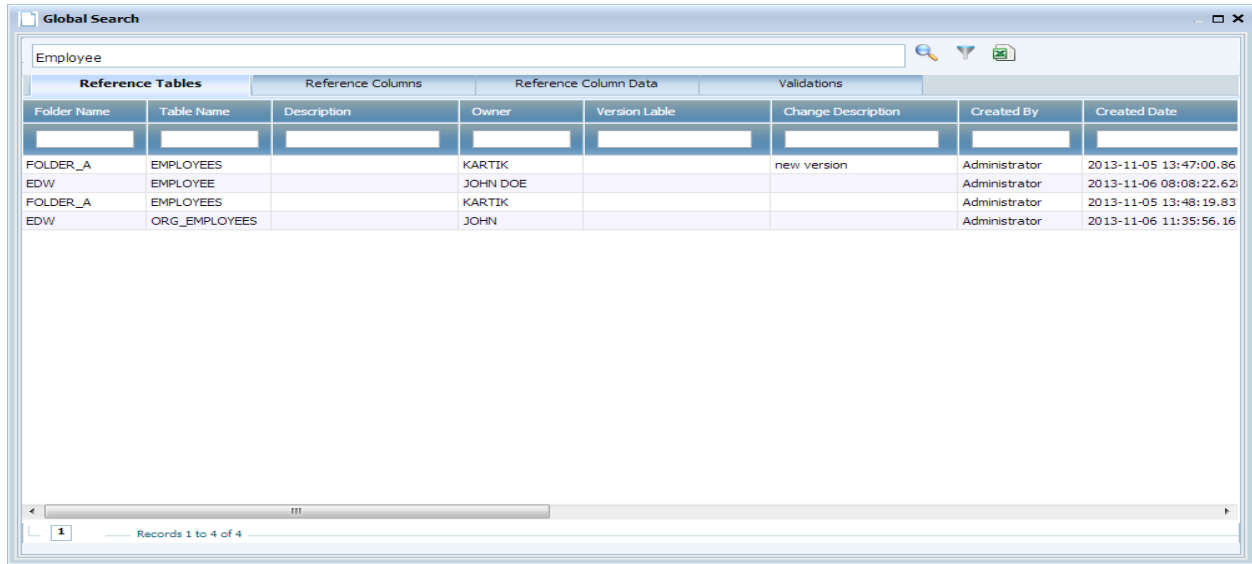
The Reference Data manager module facilitates quick and easy search of reference data across tables, columns, table data and validations.

To search any piece of data, enter the keyword in the global search text field and click the search icon.

Employee

EMP_NAME	DEPARTMENT	CREATED BY	CREATED DATE	MODIFIED BY
CARTIK	PMO	Administrator	2013-11-06 11:44:18.865	Administrator
JOHN	IT	Administrator	2013-11-06 11:44:18.865	Administrator
MIKE	FINANCE	Administrator	2013-11-06 11:44:18.865	Administrator

A **LIKE** search is executed on the entered keywords i.e. %KEYWORD% and all search results across Reference Tables, Reference Table Columns, Reference Data and Validations are displayed.



Folder Name	Table Name	Description	Owner	Version Label	Change Description	Created By	Created Date
FOLDER_A	EMPLOYEES		KARTIK		new version	Administrator	2013-11-05 13:47:00.86
EDW	EMPLOYEE		JOHN DOE			Administrator	2013-11-06 08:08:22.62
FOLDER_A	EMPLOYEES		KARTIK			Administrator	2013-11-05 13:48:19.83
EDW	ORG_EMPLOYEES		JOHN			Administrator	2013-11-06 11:35:56.16

Records 1 to 4 of 4

These search results can be exported into an Excel document .